



Retired Educator License Frequently Asked Questions

The Retired Educator License is a 5 year educator license for educators who have withdrawn from active teaching who meet the requirements outlined in the information below.

Who can apply for a Retired License?

An educator qualifies for a Retired Educator License if he/she has all of the following:

1. Fifteen years of documented teaching experience as a licensed educator**
2. Currently holds a Vermont Level II license
3. Has or will within the next six months withdraw from active service and receive a retirement allowance from service as an educator and can provide verification of this***
4. Can provide evidence of three credits or 45 hours of professional learning activities in each endorsement area completed within the last three years.

** If you were employed in a private school or other educational position that did not require licensure please contact this Office to determine your eligibility for the Retired Educator's License.

*** If you were employed in a private school or other educational position that did not contribute to a pension or retirement system please contact this Office to determine your eligibility for the Retired Educator's License.

When can I apply for the Retired Educator License?

You can apply for the Retired Educator License any time prior to the date on which your Level II license expires and you can provide the required verification of pension benefits and Professional Learning. You **CANNOT** apply for a Retired Educators License after your Level II license expires.

Can I teach under a Retired Educators License?

Yes, you can teach as long as your employment does not exceed the earning cap set by the Vermont State Retirement Office for retirement eligibility. However whether a school or district will offer you a contract to teach under a Retired License is up to the district/school. If you plan to continue employment in a Vermont public school please check with the school/district to make sure they will accept your Retired Educator's License.

Must I submit verification of completing my professional learning activities?

Yes. If you are served by a Local or Regional Standards Board, you must submit the evidence to that board. However, if you are not served by a Local or Regional Standards Board, you must submit evidence of meeting your professional learning requirements directly to the AOE Licensing Office.

Do I have to go through my Local or Regional Standards Board (L/RSB)?

Yes, if you are employed in a Vermont school served by an L/RSB your L/RSB will serve you then you must submit your Professional Learning and Application Forms for review and approval. Once your forms are signed by your Local or Regional Standards Board you will need to submit them to this Office with the rest of your application materials.

For how long is the Retired Educator License valid?

The Retired Educators License is valid for five years.

What is required to verify my pension benefits?

This can be a copy of your Retirement Acceptance letter from the State Retirement Office, a copy of a deposit slip showing your State pension deposit, or a letter or email from the State Retirement Office directly to this Office.

What is the fee for a Retired Educators License?

The Retired Educators License fee is \$300 total. \$50.00 a year X 5 years = \$250 + \$50 application review fee. The application review fee is non-refundable. This fee will need to be submitted in 2 separate checks for \$250 AND \$50.

Will I receive a Formal Retired Educator's License in the mail?

No, once your Retired Application is complete you will receive an email explaining how you can register and log into our Online Licensing System to view and print your License Details. If you want a formal copy of your Retired Educators License you will need to include an additional \$10 license fee.

What is required to apply for a Retired Educators License?

To be accepted you must submit a COMPLETE Retired Educator Application. If your application is found incomplete it will be returned to you minus your \$50 non-refundable application review fee, which you will have to submit AGAIN if you choose to resubmit your application with the missing requirements.

A Complete Application includes:

	Application forms
	Check #1--\$50.00 non-refundable Application Review fee payable to the Vermont Agency of Education
	Check #2--\$250.00 License fee (refundable if application is returned/denied) payable to the Vermont Agency of Education
	Disclosure Form (Including explanation of responses as needed)
	Mandatory Good Standing Form
	Consent for Release of Registry Information Form
	Criminal Background Check Materials (If needed) <ol style="list-style-type: none"> 1. Notarized Request for Criminal Record Check Form 2. Fingerprint Authorization Form 3. Check #3 -\$16.50 - made out to the Vermont Department of Public Safety OR Authorization to Release Criminal Record Check Materials Form with letter of continuous employment if the date on CRC Report is more than 1 year old.
	<u>Verification</u> of 3 credits or 45 hours of Professional Learning completed within the last 3 years for each endorsement
	Documentation of any valid licenses or credentials that are required by the endorsement (ex. CPR, First Aid, Clean Driving Record)
	Verification of Retirement/Pension benefits